



**Virginia Small Business  
Assistance Program**

**“Serving Business and the Environment”**

# **Dry Cleaner Compliance Calendar 2005**





**Virginia Small Business  
Assistance Program**  
"Serving Business and the Environment"

**Need More Help?**

**For additional information on Dry Cleaning operations  
please contact:**

**The Virginia Small Business Assistance Program  
804-698-4394 or 1-800-592-5482 (VA State Only)**

**INSTANT HELP  
TRY OUR WEB PAGE**

**[www.deq.virginia.gov/osba/](http://www.deq.virginia.gov/osba/)**

**The Virginia Small Business Assistance Program, Virginia Department of Environmental Quality, would like to acknowledge with our sincere appreciation the permission of the Florida Small Business Assistance Program to reproduce this calendar for use by our program.**



## COMMONWEALTH of VIRGINIA

### DEPARTMENT OF ENVIRONMENTAL QUALITY

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W. Tayloe Murphy, Jr.  
Secretary of Natural Resources

Robert G. Burnley  
Director

(804) 698-4000  
1-800-592-5482

Dear Small Business Owner:

Let me congratulate you on your efforts to maintain a healthy environment for Virginia. It is the goal of the Virginia Department of Environmental Quality to assist small businesses in the Commonwealth in understanding and implementing Environmental Regulations. DEQ's Small Business Assistance Program is prepared to assist you and help find answers to the three most-asked questions about Environmental Regulations:

1. What do I have to do?
2. How do I do it?
3. Is there help for me to pay for it?

This "Dry Cleaning Compliance Calendar" will help you and other members of the Dry Cleaning Industry keep accurate records for both the State and Federal reporting requirements. Over the last several years the calendar has proven to be an effective tool to use to maintain your records and your compliance with both the Virginia and Federal Perchloroethylene Dry Cleaner Regulations.

Your efforts in the past to use the calendar as your primary location for records has helped to reduce the non-compliance rates across the state. We encourage you to continue your efforts. Ask your competitors if they are using their calendar. If not tell them how they can get in touch with us. **Remember the Calendar is your Annual Record of Compliance. You must keep these (records) Calendars for a period of 5 years.** Working together we can make a difference in Virginia's environment.

The calendar contains all the record-keeping elements you will need to comply with the rules, helpful tips on Pollution Prevention, and some good business practice ideas. Fasten the calendar directly to your PERC dry cleaning machine. If you are new to the calendar let me encourage you to start using it ...it is a proven tool and can help you reach and stay in compliance.

Please take advantage of this resource and all the resources that the Department of Environmental Quality has to offer, many of which can be found at the back of the calendar.

Sincerely,

Richard G. Rasmussen

# DRY CLEANERS FACT SHEET

## WHY ARE EPA and VIRGINIA REGULATING DRY CLEANERS??

The Clean Air Act of 1990 directed the United States Environmental Protection Agency (EPA) to regulate the emissions of 189 chemical compounds designated as Hazardous Air Pollutants (HAPs). The Perchloroethylene you use in your dry cleaning machine also known as "perc" is on this list of HAPs and is the most commonly used chemical cleaning solvent by dry cleaners. In September 1993, the EPA issued national regulations to control the air emissions of "perc" from dry cleaners. In 1999 Virginia passed its own regulation for "perc" dry cleaning operations.

As a result of these regulations, the Virginia Department of Environmental Quality (DEQ) has developed operational standards and control technology requirements to reduce air pollution from dry cleaning operations that use "perc". Virginia's requirements are the same as the federal regulations.

## DOES THIS APPLY TO YOU - IS YOUR BUSINESS AFFECTED??

It depends on the type of dry cleaning machine or machines that you use, when the machine was initially purchased and the amount of "perc" you have purchased each year.

### First:

**December 9, 1991** is an important date under the regulations. Whether a machine was initially purchased by this date will determine:

- If it is "existing" or "new" and
- What type of control devices (if any) are required.

### Second:

If your facility has machines that were initially purchased before December 9, 1991 then you will be classified as an "existing" source. If your facility has machines that were initially purchased on or after December 9, 1991, you will be classified as a "new" source. The chart on the next page will identify these classifications.

## WHAT REGISTRATION/PERMITS DO I NEED??

### Registration

All dry cleaners are required to be registered with the Virginia Department of Environmental Quality (VADEQ). All dry cleaners are required to submit the Dry Cleaner's Notification Report Forms: Initial Notification Report Form (Pink), Compliance Report Form (Blue), and Pollution Prevention Report Form (Yellow). If you add machines, change-out machines, move your store, close your store, or change ownership you should notify the VADEQ regional office of the change within 30 days.

### New Source Review Permits

New Source Review permits (construction and operation permits) may be required depending on the size and classification of your dry cleaning store.

### Title V Permit

All dry cleaners that are subject to the dry cleaning regulation are potentially required to have a Title V Operating Permit. If your dry cleaning store falls under one the categories that are regulated it is currently deferred from any Title V permitting requirements until December 2004. Should a Title V permit requirement be imposed after December 2004 the Air Division of DEQ will contact you.

### Major Source

If your facility is a major source it is required to obtain a Title V Air Permit and a New Source Review Permit.

### Exempt

The following facilities are exempt:

- Dry cleaning facilities using petroleum solvents or synthetic solvents other than "perc"
- Coin operated dry cleaning facilities
- Drop off only stores

## WHAT RECORDS SHOULD I KEEP??

### Everyone must keep the following records:

- A "Perc" Log - Monthly record of all purchase receipts for perc. This is kept in order to determine the "perc" solvent used.
- A "condenser temperature" log: For **dry-to-dry machines** with a refrigerated condenser - Keep a Weekly Record of the outlet temperature of your refrigerated condenser coil - this must be 45°F or lower. This record is kept to determine if the refrigerated condenser, your required control on dry-to-dry machines is working properly. For **Transfer Systems** a refrigerated condenser is required on the washer and you must keep a Weekly Record of the temperature differential of the inlet condenser temperature and the outlet condenser temperature. This difference must be greater than or equal to 20°F.
- Perc concentration levels, Calibration records, and exhaust duct monitoring records on "perc" concentrations are required to be maintained weekly for transfer systems. This reading, done by using a calorimetric tube or a hydrocarbon detector, should be less than 100ppm.

All records should be kept by the **responsible official** and kept onsite for a minimum of five years. This calendar provides space for these records.

### Depending on your classification:

- Operators of **large** dry cleaning machines are required to conduct weekly leak detection and make necessary repairs.
- Operators of **small** dry cleaning machines are required to conduct biweekly leak detection and make necessary repairs.

Leaks that are obvious to sight, smell, or touch, must be checked and repaired within 24 hours. During a leak check, findings should be recorded, and noted in the machine maintenance log on this calendar or on a form of your choice.

A **"Responsible Official"** is defined as one of the following:

- For a corporation: a president, secretary, treasurer, or vice president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation, or a duly authorized representative of such person if the representative is responsible for the overall operation of one or more manufacturing, production, or operating facilities;
- For a partnership: a general partner;
- For a sole proprietorship: the owner;

## ARE THERE OTHER REGULATIONS THAT I MUST MEET??

- All dry cleaners that use "perc" are required by federal and Virginia standards to handle any "perc" wastes (for example, cartridge filters) as a hazardous waste.
- Depending upon the amount of "perc" waste produced at your facility you can be classified as a hazardous waste generator in one of the following categories:
  - Conditionally exempt small quantity generator
  - A small quantity generator
  - A large quantity generator

Dry cleaners should obtain a hazardous waste generator identification number (EPA ID Number). This number is used to track the handling, transport, and disposal of "perc". This number can be obtained by contacting the DEQ Hazardous Waste Section at 1-800-592-5482 extension 4218.

For more information on Hazardous Waste and your requirements, contact Steve Frazier at 1-800-592-5482 extension 4199 or call (804) 698-4199.

## GOOD HOUSEKEEPING PRACTICES

- Good housekeeping practices should always be followed:
- Store all solvent and waste materials in containers, which are not affected by "perc" and are chemically un-reactive to "perc". These must be kept closed and marked as HAZARDOUS WASTE.
- Close and secure machine doors except during loading and unloading.
- Drain cartridge filters in their housings for at least a 24-hour period.
- Maintain the solvent-to-carbon ratio and steam pressure for carbon beds in accordance with the manufacturer's specifications.
- All containers holding "perc" waste should be kept with the lid on. This includes any cartridge filters or condensate wastes.
- All dry cleaning equipment should be operated and maintained according to the manufacturer's instructions found in the operation and maintenance manuals.

## WHAT DO I DO NEXT? NOT SURE??

### Confidential Help Available

If your business is affected and has not notified DEQ, contact the Small Business Assistance Program (SBAP) at **1-800-592-5482 or 804 698-4394** and ask for a Notification Report Form.

# HOW DO I CLASSIFY MY DRY CLEANER??

## WHAT CONTROLS DO I NEED??

## WHAT PERMITS DO I NEED??

(SEE CHART BELOW)

STORE CLASSIFICATION	TYPES OF MACHINES	PERC USAGE	CONTROLS REQUIRED	REPORTS / PERMITS REQUIRED
Existing Small Area Source: (Machines Initially Purchased Prior to December 9, 1991)	dry-to-dry only transfer only both types	Less than 140 gals/year less than 200 gals/year less than 140 gals/year	No Controls Are Required	1. <u>Registration</u> required - submit Notification Report Forms. DEQ will provide a facility registration number. 2. DEFERRED from <u>Title V Permitting</u> until December 2004.
Existing Large Area Source: (Machines Initially Purchased Prior to December 9, 1991)	dry-to-dry only transfer only both types	140 gals/year up to 2,100 gals/year 200 gals/year up to 1,800 gals/year 140 gals/year up to 1,800 gals/year	Refrigerated Condenser Or Existing Carbon Absorber (if installed before September 22, 1993)	1. <u>Registration</u> required - submit Notification Report Forms. DEQ will provide a facility registration number. 2. <u>New Source Review Permit</u> may be required. 3. DEFERRED from <u>Title V Permitting</u> until December 2004.
New Small Area Source: (Machines Initially Purchased on or after December 9, 1991)	dry-to-dry only transfer only both types	Less than 140 gals/year less than 200 gals/year less than 140 gals/year	Refrigerated Condenser	1. <u>Registration</u> required - submit Notification Report Forms. DEQ will provide a facility registration number. 2. DEFERRED from <u>Title V Permitting</u> until December 2004.
New Large Area Source: (Machines Initially Purchased on or after December 9, 1991)	dry-to-dry only transfer only both types	140 gals/year up to 2,100 gals/year 200 gals/year up to 1,800 gals/year 140 gals/year up to 1,800 gals/year	Refrigerated Condenser	1. <u>Registration</u> required - submit Notification Report Forms. DEQ will provide a facility registration number. 2. <u>New Source Review Permit</u> may be required. 3. DEFERRED from <u>Title V Permitting</u> until December 2004.
Major Source (Date purchased or installed does not make any difference in determination of this category)	dry-to-dry only transfer only both types	2,100 gals/year or more 1,800 gals/year or more 1,800 gals/year or more	Refrigerated Condenser + Room Enclosure + Carbon Absorber	1. <u>New Source Review Permit</u> required. 2. <u>Title V Permit</u> Required.

## INSTRUCTIONS FOR USE

**GENERAL -** You may use this calendar to keep records required by the Virginia Department of Environmental Quality Regulation 9VAC5-60-100 - Designated Emission Standards for Perchloroethylene Dry Cleaning Facilities. Virginia's requirements are the same as those of the Federal EPA Regulations found in 40 CFR 63.320 through 40 CFR 63.325 Subpart M--Perchloroethylene Dry Cleaning Facilities. This calendar should satisfy record-keeping requirements for both regulations. Keep these records at your facility for 5 years.

### JULY 2005 PERC PURCHASES RUNNING TOTAL

TOTAL FROM LAST MONTH		55
SUBTRACT PERC PURCHASED IN JULY 2004		-10
SUBTOTAL		45
PURCHASE DATE	PURCHASE AMOUNT	12 MONTH RUNNING TOTAL
7/12	+ 15	60
	+	

Enter running total from last month.

Enter the amount of PERC you bought during this same month last year, from last year's records or calendar.  
Subtract that amount.

This is your 12-month running total if you do not buy PERC

This is your 12-month running total if you bought PERC this month. Record the bottom number in this column on next month's form in line **TOTAL FROM LAST MONTH**.

Record the date you bought PERC this month, if any.

If you bought PERC this month, record the amount and add it to the subtotal. This amount will also go on next year's calendar for this same month under **SUBTRACT PERC PURCHASED**.

## CONDENSER TEMPERATURE LOG

### **Dry-to-Dry Machines**

Check the outlet temperature of the refrigerated condenser every week. Record the temperature and date in the space provided in the block marked "Is temp less than or equal to 45° F (7.2° C)?" check "**Y**" or "**N**" for "yes" or "no". If you checked "**N**", the machine must be repaired.

### **Transfer System Washers**

Measure the inlet and outlet temperatures of the gas-vapor stream of the refrigerated condenser with temperature sensors. The difference between the inlet and outlet temperature must be greater than or equal to 20° F. Record the temperature and date in the space provided in the block marked "Is temp greater than or equal to 20° F (11.1° C)?" check "**Y**" or "**N**" for "yes" or "no". If you checked "**N**", the machine must be repaired.

## INSPECTIONS

If you buy **140 gallons or more of PERC** per year, you must check your machine weekly for leaks and record the results.

If you buy **less than 140 gallons of PERC** per year, you must conduct and record leak inspections at least every other week.

Record the results of the inspections on the calendar. If leaks are found, they must be repaired within 24 hours. Indicate in the "DATE REPAIRED" block when repairs are completed. If parts must be purchased, indicate the dates they are ordered and the date Installed. **Parts must be ordered within 2 working days of leak detection and installed within 5 working days of receipt.**

# JANUARY 2005

## CONDENSER TEMP LOG

DATE	Dry To Dry Is TEMP Less Than or equal to 45° F (7.2°C)?		Transfer System Is TEMP Difference Greater than or equal to 20° F (11.1° C)?	
	<u>TEMP</u>	N	<u>TEMP</u>	Y N
		N		Y N
		N		Y N
		N		Y N
		N		Y N

## PERC PURCHASES RUNNING TOTAL

TOTAL FROM LAST MONTH		
SUBTRACT PERC PURCHASED JANUARY 2004		
SUBTOTAL		
PURCHASE DATE	PURCHASE AMOUNT	12 MONTH RUNNING TOTAL
	+	
	+	

## NOTES


## INSPECTIONS

INSPECTED	LEAKING?					DATE PARTS ORDERED	DATE PARTS RECEIVED	DATE REPAIRED
	DATE							
HOSES	N Y	N Y	N Y	N Y	N Y			
DOOR	N Y	N Y	N Y	N Y	N Y			
PUMP	N Y	N Y	N Y	N Y	N Y			
SOLVENT TANK	N Y	N Y	N Y	N Y	N Y			
WATER SEPARATOR	N Y	N Y	N Y	N Y	N Y			
MUCK COOKER	N Y	N Y	N Y	N Y	N Y			
STILL	N Y	N Y	N Y	N Y	N Y			
EXHAUST DAMPER	N Y	N Y	N Y	N Y	N Y			
DIVERTER VALVE	N Y	N Y	N Y	N Y	N Y			
FILTER GASKET	N Y	N Y	N Y	N Y	N Y			
CARTRIDGE FILTER	N Y	N Y	N Y	N Y	N Y			
WASTE CONTAINERS	N Y	N Y	N Y	N Y	N Y	LABELED: Y N DATED: Y N		
INSPECTED BY:								





# Dry Cleaner Compliance Calendar

## JANUARY 2005



Virginia Small Business  
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S	M	T	W	T	F	S
						1
Pollution Prevention Pays – Regularly Inspect Equipment for Leaks from Gaskets, Hose Couplings, Flanges, and Pumps.						
2	3	4	5	6	7 Temp logged <input type="checkbox"/> Inspect logged <input type="checkbox"/>	8
9	10	11	12	13	14 Temp logged <input type="checkbox"/> Inspect logged <input type="checkbox"/>	15
16	17	18	19	20	21 Temp logged <input type="checkbox"/> Inspect logged <input type="checkbox"/>	22
23	24	25	26	27	28 Temp logged <input type="checkbox"/> Inspect logged <input type="checkbox"/>	29
30	31					

The Virginia Small Business Environmental Compliance Assistance Loan Fund is available to help you reduce perc usage or change out your perc machine to a new environmentally favorable dry cleaning technology.

## FEBRUARY 2005

### CONDENSER TEMP LOG

DATE	Dry To Dry Is TEMP Less Than or equal to 45° F (7.2°C)?		Transfer System Is TEMP Difference Greater than or equal to 20° F (11.1° C)?	
	<u>TEMP</u>	N	<u>TEMP</u>	Y N
		N		Y N
		N		Y N
		N		Y N
		N		Y N

### PERC PURCHASES RUNNING TOTAL

TOTAL FROM LAST MONTH		
SUBTRACT PERC PURCHASED FEBRUARY 2004		
SUBTOTAL		
PURCHASE DATE	PURCHASE AMOUNT	12 MONTH RUNNING TOTAL
	+	
	+	

### NOTES


### INSPECTIONS

INSPECTED	LEAKING?					DATE PARTS ORDERED	DATE PARTS RECEIVED	DATE REPAIRED
	DATE							
HOSES	N Y	N Y	N Y	N Y	N Y			
DOOR	N Y	N Y	N Y	N Y	N Y			
PUMP	N Y	N Y	N Y	N Y	N Y			
SOLVENT TANK	N Y	N Y	N Y	N Y	N Y			
WATER SEPARATOR	N Y	N Y	N Y	N Y	N Y			
MUCK COOKER	N Y	N Y	N Y	N Y	N Y			
STILL	N Y	N Y	N Y	N Y	N Y			
EXHAUST DAMPER	N Y	N Y	N Y	N Y	N Y			
DIVERTER VALVE	N Y	N Y	N Y	N Y	N Y			
FILTER GASKET	N Y	N Y	N Y	N Y	N Y			
CARTRIDGE FILTER	N Y	N Y	N Y	N Y	N Y			
WASTE CONTAINERS	N Y	N Y	N Y	N Y	N Y	LABELED: Y N                      DATED: Y N		
INSPECTED BY:								



# Dry Cleaner Compliance Calendar

## FEBRUARY 2005



Virginia Small Business  
Assistance Program  
"Serving Business and the Environment"

S	M	T	W	T	F	S
		1	2	3	4 Temp logged <input type="checkbox"/> Inspect logged <input type="checkbox"/>	5
Pollution Prevention Pays – Recover Solvents from Filter Cartridges by Draining the Filters (24 hours) and Heating/Stripping the Cartridges to Vaporize and Capture Additional Solvent						
6	7	8	9	10	11 Temp logged <input type="checkbox"/> Inspect logged <input type="checkbox"/>	12
13	14	15	16	17	18 Temp logged <input type="checkbox"/> Inspect logged <input type="checkbox"/>	19
20	21	22	23	24	25 Temp logged <input type="checkbox"/> Inspect logged <input type="checkbox"/>	26
27	28					

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## MARCH 2005

### CONDENSER TEMP LOG

DATE	Dry To Dry Is TEMP Less Than or equal to 45° F (7.2°C)?		Transfer System Is TEMP <u>Difference</u> Greater than or equal to 20° F (11.1° C)?	
	<u>TEMP</u>	N	<u>TEMP</u>	Y N
		N		Y N
		N		Y N
		N		Y N
		N		Y N

### PERC PURCHASES RUNNING TOTAL

TOTAL FROM LAST MONTH		
SUBTRACT PERC PURCHASED <u>MARCH 2004</u>		-
SUBTOTAL		
PURCHASE DATE	PURCHASE AMOUNT	12 MONTH RUNNING TOTAL
	+	
	+	

### NOTES


### INSPECTIONS

INSPECTED	LEAKING?					DATE PARTS ORDERED	DATE PARTS RECEIVED	DATE REPAIRED
	DATE							
HOSES	N	Y	N	Y	N	Y		
DOOR	N	Y	N	Y	N	Y		
PUMP	N	Y	N	Y	N	Y		
SOLVENT TANK	N	Y	N	Y	N	Y		
WATER SEPARATOR	N	Y	N	Y	N	Y		
MUCK COOKER	N	Y	N	Y	N	Y		
STILL	N	Y	N	Y	N	Y		
EXHAUST DAMPER	N	Y	N	Y	N	Y		
DIVERTER VALVE	N	Y	N	Y	N	Y		
FILTER GASKET	N	Y	N	Y	N	Y		
CARTRIDGE FILTER	N	Y	N	Y	N	Y		
WASTE CONTAINERS	N	Y	N	Y	N	Y	LABELED: Y N	DATED: Y N
INSPECTED BY:								



# Dry Cleaner Compliance Calendar

## MARCH 2005



Virginia Small Business  
Assistance Program  
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S	M	T	W	T	F	S
		1	2	3	4 Temp logged <input type="checkbox"/> Inspect logged <input type="checkbox"/>	5
Pollution Prevention Pays – Tightly Seal Bungs and Lids on Containers of Raw Materials and Wastes to Stop Evaporation						
6	7	8	9	10	11 Temp logged <input type="checkbox"/> Inspect logged <input type="checkbox"/>	12
13	14	15	16	17	18 Temp logged <input type="checkbox"/> Inspect logged <input type="checkbox"/>	19
20	21	22	23	24	25 Temp logged <input type="checkbox"/> Inspect logged <input type="checkbox"/>	26
27	28	29	30	31		

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## APRIL 2005

### CONDENSER TEMP LOG

DATE	Dry To Dry Is TEMP Less Than or equal to 45° F (7.2°C)?		Transfer System Is TEMP <u>Difference</u> Greater than or equal to 20° F (11.1° C)?	
	<u>TEMP</u>	N	<u>TEMP</u>	Y N
		N		Y N
		N		Y N
		N		Y N
		N		Y N

### PERC PURCHASES RUNNING TOTAL

TOTAL FROM LAST MONTH		
SUBTRACT PERC PURCHASED <u>APRIL 2004</u>		-
SUBTOTAL		
PURCHASE DATE	PURCHASE AMOUNT	12 MONTH RUNNING TOTAL
	+	
	+	

### NOTES


### INSPECTIONS

INSPECTED	LEAKING?					DATE PARTS ORDERED	DATE PARTS RECEIVED	DATE REPAIRED
	DATE							
HOSES	N	Y	N	Y	N	Y		
DOOR	N	Y	N	Y	N	Y		
PUMP	N	Y	N	Y	N	Y		
SOLVENT TANK	N	Y	N	Y	N	Y		
WATER SEPARATOR	N	Y	N	Y	N	Y		
MUCK COOKER	N	Y	N	Y	N	Y		
STILL	N	Y	N	Y	N	Y		
EXHAUST DAMPER	N	Y	N	Y	N	Y		
DIVERTER VALVE	N	Y	N	Y	N	Y		
FILTER GASKET	N	Y	N	Y	N	Y		
CARTRIDGE FILTER	N	Y	N	Y	N	Y		
WASTE CONTAINERS	N	Y	N	Y	N	Y	LABELED: Y N      DATED: Y N	
INSPECTED BY:								



# Dry Cleaner Compliance Calendar

**APRIL 2005**



Virginia Small Business  
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S	M	T	W	T	F	S
					<b>1</b> Temp logged <input type="checkbox"/> Inspect logged <input type="checkbox"/>	<b>2</b>
Pollution Prevention Pays – Size Loads (neither under nor over loading) to Maximize Solvent Efficiency						
<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b> Temp logged <input type="checkbox"/> Inspect logged <input type="checkbox"/>	<b>9</b>
<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b> Temp logged <input type="checkbox"/> Inspect logged <input type="checkbox"/>	<b>16</b>
<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b> Temp logged <input type="checkbox"/> Inspect logged <input type="checkbox"/>	<b>23</b>
<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b> Temp logged <input type="checkbox"/> Inspect logged <input type="checkbox"/>	<b>30</b>

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## MAY 2005

### CONDENSER TEMP LOG

DATE	Dry To Dry Is TEMP Less Than or equal to 45° F (7.2°C)?		Transfer System Is TEMP Difference Greater than or equal to 20° F (11.1° C)?	
	<u>TEMP</u>	N	<u>TEMP</u>	Y N
		N		Y N
		N		Y N
		N		Y N
		N		Y N

### PERC PURCHASES RUNNING TOTAL

TOTAL FROM LAST MONTH			
SUBTRACT PERC PURCHASED MAY 2004			-
SUBTOTAL			
PURCHASE DATE	PURCHASE AMOUNT	12 MONTH RUNNING TOTAL	
	+		
	+		

### NOTES


### INSPECTIONS

INSPECTED	LEAKING?					DATE PARTS ORDERED	DATE PARTS RECEIVED	DATE REPAIRED
	DATE							
HOSES	N Y	N Y	N Y	N Y	N Y			
DOOR	N Y	N Y	N Y	N Y	N Y			
PUMP	N Y	N Y	N Y	N Y	N Y			
SOLVENT TANK	N Y	N Y	N Y	N Y	N Y			
WATER SEPARATOR	N Y	N Y	N Y	N Y	N Y			
MUCK COOKER	N Y	N Y	N Y	N Y	N Y			
STILL	N Y	N Y	N Y	N Y	N Y			
EXHAUST DAMPER	N Y	N Y	N Y	N Y	N Y			
DIVERTER VALVE	N Y	N Y	N Y	N Y	N Y			
FILTER GASKET	N Y	N Y	N Y	N Y	N Y			
CARTRIDGE FILTER	N Y	N Y	N Y	N Y	N Y			
WASTE CONTAINERS	N Y	N Y	N Y	N Y	N Y	LABELED: Y N      DATED: Y N		
INSPECTED BY:								





# Dry Cleaner Compliance Calendar

**MAY 2005**



Virginia Small Business  
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S	M	T	W	T	F	S
1	2	3	4	5	6 Temp logged <input type="checkbox"/> Inspect logged <input type="checkbox"/>	7
Pollution Prevention Pays – Regularly Replace Gaskets/Seals on Dryer Dampers, Deodorizers, and Aeration Valves						
8	9	10	11	12	13 Temp logged <input type="checkbox"/> Inspect logged <input type="checkbox"/>	14
15	16	17	18	19	20 Temp logged <input type="checkbox"/> Inspect logged <input type="checkbox"/>	21
22	23	24	25	26	27 Temp logged <input type="checkbox"/> Inspect logged <input type="checkbox"/>	28
29	30	31				

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## JUNE 2005

### CONDENSER TEMP LOG

DATE	Dry To Dry Is TEMP Less Than or equal to 45° F (7.2°C)?		Transfer System Is TEMP <u>Difference</u> Greater than or equal to 20° F (11.1° C)?	
	<u>TEMP</u>	N	<u>TEMP</u>	Y N
		N		Y N
		N		Y N
		N		Y N
		N		Y N

### PERC PURCHASES RUNNING TOTAL

TOTAL FROM LAST MONTH		
SUBTRACT PERC PURCHASED <u>JUNE 2004</u>		-
SUBTOTAL		
PURCHASE DATE	PURCHASE AMOUNT	12 MONTH RUNNING TOTAL
	+	
	+	

### NOTES


### INSPECTIONS

INSPECTED	LEAKING?					DATE PARTS ORDERED	DATE PARTS RECEIVED	DATE REPAIRED
	DATE							
HOSES	N	Y	N	Y	N	Y		
DOOR	N	Y	N	Y	N	Y		
PUMP	N	Y	N	Y	N	Y		
SOLVENT TANK	N	Y	N	Y	N	Y		
WATER SEPARATOR	N	Y	N	Y	N	Y		
MUCK COOKER	N	Y	N	Y	N	Y		
STILL	N	Y	N	Y	N	Y		
EXHAUST DAMPER	N	Y	N	Y	N	Y		
DIVERTER VALVE	N	Y	N	Y	N	Y		
FILTER GASKET	N	Y	N	Y	N	Y		
CARTRIDGE FILTER	N	Y	N	Y	N	Y		
WASTE CONTAINERS	N	Y	N	Y	N	Y	LABELED: Y N      DATED: Y N	
INSPECTED BY:								



# Dry Cleaner Compliance Calendar

**JUNE 2005**



Virginia Small Business  
Assistance Program  
"Serving Business and the Environment"

S	M	T	W	T	F	S
			1	2	3 Temp logged <input type="checkbox"/> Inspect logged <input type="checkbox"/>	4
<div>Pollution Prevention Pays - Consider New Dry Cleaning Technologies</div>						
5	6	7	8	9	10 Temp logged <input type="checkbox"/> Inspect logged <input type="checkbox"/>	11
12	13	14	15	16	17 Temp logged <input type="checkbox"/> Inspect logged <input type="checkbox"/>	18
19	20	21	22	23	24 Temp logged <input type="checkbox"/> Inspect logged <input type="checkbox"/>	25
26	27	28	29	30		

The Virginia Small Business Environmental Compliance Assistance Loan Fund is available to help you reduce perc usage or change out your perc machine to a new environmentally favorable dry cleaning technology.

## JULY 2005

### CONDENSER TEMP LOG

DATE	Dry To Dry Is TEMP Less Than or equal to 45° F (7.2°C)?		Transfer System Is TEMP <u>Difference</u> Greater than or equal to 20° F (11.1° C)?	
	<u>TEMP</u>	N	<u>TEMP</u>	Y N
		N		Y N
		N		Y N
		N		Y N
		N		Y N

### PERC PURCHASES RUNNING TOTAL

TOTAL FROM LAST MONTH		
SUBTRACT PERC PURCHASED <u>JULY 2004</u>		-
SUBTOTAL		
PURCHASE DATE	PURCHASE AMOUNT	12 MONTH RUNNING TOTAL
	+	
	+	

### NOTES


### INSPECTIONS

INSPECTED	LEAKING?					DATE PARTS ORDERED	DATE PARTS RECEIVED	DATE REPAIRED
	DATE							
HOSES	N	Y	N	Y	N	Y		
DOOR	N	Y	N	Y	N	Y		
PUMP	N	Y	N	Y	N	Y		
SOLVENT TANK	N	Y	N	Y	N	Y		
WATER SEPARATOR	N	Y	N	Y	N	Y		
MUCK COOKER	N	Y	N	Y	N	Y		
STILL	N	Y	N	Y	N	Y		
EXHAUST DAMPER	N	Y	N	Y	N	Y		
DIVERTER VALVE	N	Y	N	Y	N	Y		
FILTER GASKET	N	Y	N	Y	N	Y		
CARTRIDGE FILTER	N	Y	N	Y	N	Y		
WASTE CONTAINERS	N	Y	N	Y	N	Y	LABELED: Y N      DATED: Y N	
INSPECTED BY:								



# Dry Cleaner Compliance Calendar

**JULY 2005**



Virginia Small Business  
Assistance Program  
"Serving Business and the Environment"

S	M	T	W	T	F	S
<div>Pollution Prevention Pays – Replace Faulty or Worn Gaskets on Button Trap and Around Cleaning Machine Door</div>					<b>1</b> Temp logged <input type="checkbox"/> Inspect logged <input type="checkbox"/>	<b>2</b>
<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b> Temp logged <input type="checkbox"/> Inspect logged <input type="checkbox"/>	<b>9</b>
<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b> Temp logged <input type="checkbox"/> Inspect logged <input type="checkbox"/>	<b>16</b>
<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b> Temp logged <input type="checkbox"/> Inspect logged <input type="checkbox"/>	<b>23</b>
<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b> Temp logged <input type="checkbox"/> Inspect logged <input type="checkbox"/>	<b>30</b>
<b>31</b>						

The Virginia Small Business Environmental Compliance Assistance Loan Fund is available to help you reduce perc usage or change out your perc machine to a new environmentally favorable dry cleaning technology

## AUGUST 2005

### CONDENSER TEMP LOG

DATE	Dry To Dry Is TEMP Less Than or equal to 45° F (7.2°C)?		Transfer System Is TEMP <u>Difference</u> Greater than or equal to 20° F (11.1° C)?	
	<u>TEMP</u>	N	<u>TEMP</u>	Y N
		N		Y N
		N		Y N
		N		Y N
		N		Y N

### PERC PURCHASES RUNNING TOTAL

TOTAL FROM LAST MONTH		
SUBTRACT PERC PURCHASED AUGUST 2004		-
SUBTOTAL		
PURCHASE DATE	PURCHASE AMOUNT	12 MONTH RUNNING TOTAL
	+	
	+	

### NOTES


### INSPECTIONS

INSPECTED	LEAKING?					DATE PARTS ORDERED	DATE PARTS RECEIVED	DATE REPAIRED
	DATE							
HOSES	N Y	N Y	N Y	N Y	N Y			
DOOR	N Y	N Y	N Y	N Y	N Y			
PUMP	N Y	N Y	N Y	N Y	N Y			
SOLVENT TANK	N Y	N Y	N Y	N Y	N Y			
WATER SEPARATOR	N Y	N Y	N Y	N Y	N Y			
MUCK COOKER	N Y	N Y	N Y	N Y	N Y			
STILL	N Y	N Y	N Y	N Y	N Y			
EXHAUST DAMPER	N Y	N Y	N Y	N Y	N Y			
DIVERTER VALVE	N Y	N Y	N Y	N Y	N Y			
FILTER GASKET	N Y	N Y	N Y	N Y	N Y			
CARTRIDGE FILTER	N Y	N Y	N Y	N Y	N Y			
WASTE CONTAINERS	N Y	N Y	N Y	N Y	N Y	LABELED: Y N      DATED: Y N		
INSPECTED BY:								



# Dry Cleaner Compliance Calendar

## AUGUST 2005



Virginia Small Business  
Assistance Program  
"Serving Business and the Environment"

S	M	T	W	T	F	S
	1	2	3	4	5 Temp logged <input type="checkbox"/> Inspect logged <input type="checkbox"/>	6
	Pollution Prevention Pays - Check Air Vents for Drippage, Relief Valves for Closure, and Repair Holes in Air and Exhaust Ducts					
7	8	9	10	11	12 Temp logged <input type="checkbox"/> Inspect logged <input type="checkbox"/>	13
14	15	16	17	18	19 Temp logged <input type="checkbox"/> Inspect logged <input type="checkbox"/>	20
21	22	23	24	25	26 Temp logged <input type="checkbox"/> Inspect logged <input type="checkbox"/>	27
28	29	30	31			

The Virginia Small Business Environmental Compliance Assistance Loan Fund is available to help you reduce perc usage or change out your perc machine to a new environmentally favorable dry cleaning technology.

## SEPTEMBER 2005

### CONDENSER TEMP LOG

DATE	Dry To Dry Is TEMP Less Than or equal to 45° F (7.2°C)?		Transfer System Is TEMP <u>Difference</u> Greater than or equal to 20° F (11.1° C)?	
	<u>TEMP</u>	N	<u>TEMP</u>	Y N
		N		Y N
		N		Y N
		N		Y N
		N		Y N

### PERC PURCHASES RUNNING TOTAL

TOTAL FROM LAST MONTH		
SUBTRACT PERC PURCHASED SEPTEMBER 2004		-
SUBTOTAL		
PURCHASE DATE	PURCHASE AMOUNT	12 MONTH RUNNING TOTAL
	+	
	+	

### NOTES


### INSPECTIONS

INSPECTED	LEAKING?					DATE PARTS ORDERED	DATE PARTS RECEIVED	DATE REPAIRED
	DATE							
HOSES	N Y	N Y	N Y	N Y	N Y			
DOOR	N Y	N Y	N Y	N Y	N Y			
PUMP	N Y	N Y	N Y	N Y	N Y			
SOLVENT TANK	N Y	N Y	N Y	N Y	N Y			
WATER SEPARATOR	N Y	N Y	N Y	N Y	N Y			
MUCK COOKER	N Y	N Y	N Y	N Y	N Y			
STILL	N Y	N Y	N Y	N Y	N Y			
EXHAUST DAMPER	N Y	N Y	N Y	N Y	N Y			
DIVERTER VALVE	N Y	N Y	N Y	N Y	N Y			
FILTER GASKET	N Y	N Y	N Y	N Y	N Y			
CARTRIDGE FILTER	N Y	N Y	N Y	N Y	N Y			
WASTE CONTAINERS	N Y	N Y	N Y	N Y	N Y	LABELED: Y N      DATED: Y N		
INSPECTED BY:								





# Dry Cleaner Compliance Calendar



Virginia Small Business  
Assistance Program  
"Serving Business and the Environment"

## SEPTEMBER 2005

S	M	T	W	T	F	S
<div>Pollution Prevention Pays - Train your Employees on Proper Equipment Operation, Maintenance, and Record Keeping Procedures</div>				1	2 Temp logged <input type="checkbox"/> Inspect logged <input type="checkbox"/>	3
4	5	6	7	8	9 Temp logged <input type="checkbox"/> Inspect logged <input type="checkbox"/>	10
11	12	13	14	15	16 Temp logged <input type="checkbox"/> Inspect logged <input type="checkbox"/>	17
18	19	20	21	22	23 Temp logged <input type="checkbox"/> Inspect logged <input type="checkbox"/>	24
25	26	27	28	29	30 Temp logged <input type="checkbox"/> Inspect logged <input type="checkbox"/>	

The Virginia Small Business Environmental Compliance Assistance Loan Fund is available to help you reduce perc usage or change out your perc machine to a new environmentally favorable dry cleaning technology.

## OCTOBER 2005

### CONDENSER TEMP LOG

DATE	Dry To Dry Is TEMP Less Than or equal to 45° F (7.2°C)?		Transfer System Is TEMP <u>Difference</u> Greater than or equal to 20° F (11.1° C)?	
	<u>TEMP</u>	N	<u>TEMP</u>	Y N
		N		Y N
		N		Y N
		N		Y N
		N		Y N

### PERC PURCHASES RUNNING TOTAL

TOTAL FROM LAST MONTH		
SUBTRACT PERC PURCHASED OCTOBER 2004		-
SUBTOTAL		
PURCHASE DATE	PURCHASE AMOUNT	12 MONTH RUNNING TOTAL
	+	
	+	

### NOTES


### INSPECTIONS

INSPECTED	LEAKING?					DATE PARTS ORDERED	DATE PARTS RECEIVED	DATE REPAIRED
	DATE							
HOSES	N	Y	N	Y	N	Y		
DOOR	N	Y	N	Y	N	Y		
PUMP	N	Y	N	Y	N	Y		
SOLVENT TANK	N	Y	N	Y	N	Y		
WATER SEPARATOR	N	Y	N	Y	N	Y		
MUCK COOKER	N	Y	N	Y	N	Y		
STILL	N	Y	N	Y	N	Y		
EXHAUST DAMPER	N	Y	N	Y	N	Y		
DIVERTER VALVE	N	Y	N	Y	N	Y		
FILTER GASKET	N	Y	N	Y	N	Y		
CARTRIDGE FILTER	N	Y	N	Y	N	Y		
WASTE CONTAINERS	N	Y	N	Y	N	Y	LABELED: Y N	DATED: Y N
INSPECTED BY:								



# Dry Cleaner Compliance Calendar

## OCTOBER 2005



Virginia Small Business  
Assistance Program  
"Serving Business and the Environment"

S	M	T	W	T	F	S
						1
Pollution Prevention Pays - Recycle any Waste Perc using Funnels when Transferring to Storage Containers						
2	3	4	5	6	7 Temp logged <input type="checkbox"/> Inspect logged <input type="checkbox"/>	8
9	10	11	12	13	14 Temp logged <input type="checkbox"/> Inspect logged <input type="checkbox"/>	15
16	17	18	19	20	21 Temp logged <input type="checkbox"/> Inspect logged <input type="checkbox"/>	22
23	24	25	26	27	28 Temp logged <input type="checkbox"/> Inspect logged <input type="checkbox"/>	29
30	31					

The Virginia Small Business Environmental Compliance Assistance Loan Fund is available to help you reduce perc usage or change out your perc machine to a new environmentally favorable dry cleaning technology.

## NOVEMBER 2005

### CONDENSER TEMP LOG

DATE	Dry To Dry Is TEMP Less Than or equal to 45° F (7.2°C)?		Transfer System Is TEMP <u>Difference</u> Greater than or equal to 20° F (11.1° C)?	
	<u>TEMP</u>	N	<u>TEMP</u>	Y N
		N		Y N
		N		Y N
		N		Y N
		N		Y N

### PERC PURCHASES RUNNING TOTAL

TOTAL FROM LAST MONTH		
SUBTRACT PERC PURCHASED NOVEMBER 2004		-
SUBTOTAL		
PURCHASE DATE	PURCHASE AMOUNT	12 MONTH RUNNING TOTAL
	+	
	+	

### NOTES


### INSPECTIONS

INSPECTED	LEAKING?					DATE PARTS ORDERED	DATE PARTS RECEIVED	DATE REPAIRED
	DATE							
HOSES	N	Y	N	Y	N	Y		
DOOR	N	Y	N	Y	N	Y		
PUMP	N	Y	N	Y	N	Y		
SOLVENT TANK	N	Y	N	Y	N	Y		
WATER SEPARATOR	N	Y	N	Y	N	Y		
MUCK COOKER	N	Y	N	Y	N	Y		
STILL	N	Y	N	Y	N	Y		
EXHAUST DAMPER	N	Y	N	Y	N	Y		
DIVERTER VALVE	N	Y	N	Y	N	Y		
FILTER GASKET	N	Y	N	Y	N	Y		
CARTRIDGE FILTER	N	Y	N	Y	N	Y		
WASTE CONTAINERS	N	Y	N	Y	N	Y	LABELED: Y N	DATED: Y N
INSPECTED BY:								



# Dry Cleaner Compliance Calendar

## NOVEMBER 2005



Virginia Small Business  
Assistance Program  
"Serving Business and the Environment"

S	M	T	W	T	F	S
		1	2	3	4 Temp logged <input type="checkbox"/> Inspect logged <input type="checkbox"/>	5
Pollution Prevention Pays - After Replacing Filter Gaskets and Seals Check for Tightness						
6	7	8	9	10	11 Temp logged <input type="checkbox"/> Inspect logged <input type="checkbox"/>	12
13	14	15	16	17	18 Temp logged <input type="checkbox"/> Inspect logged <input type="checkbox"/>	19
20	21	22	23	24	25 Temp logged <input type="checkbox"/> Inspect logged <input type="checkbox"/>	26
27	28	29	30			

The Virginia Small Business Environmental Compliance Assistance Loan Fund is available to help you reduce perc usage or change out your perc machine to a new environmentally favorable dry cleaning technology.

## DECEMBER 2005

### CONDENSER TEMP LOG

DATE	Dry To Dry Is TEMP Less Than or equal to 45° F (7.2°C)?		Transfer System Is TEMP <u>Difference</u> Greater than or equal to 20° F (11.1° C)?	
	<u>TEMP</u>	N	<u>TEMP</u>	Y N
		N		Y N
		N		Y N
		N		Y N
		N		Y N

### PERC PURCHASES RUNNING TOTAL

TOTAL FROM LAST MONTH		
SUBTRACT PERC PURCHASED DECEMBER 2004		-
SUBTOTAL		
PURCHASE DATE	PURCHASE AMOUNT	12 MONTH RUNNING TOTAL
	+	
	+	

### NOTES


### INSPECTIONS

INSPECTED	LEAKING?					DATE PARTS ORDERED	DATE PARTS RECEIVED	DATE REPAIRED
	DATE							
HOSES	N	Y	N	Y	N	Y		
DOOR	N	Y	N	Y	N	Y		
PUMP	N	Y	N	Y	N	Y		
SOLVENT TANK	N	Y	N	Y	N	Y		
WATER SEPARATOR	N	Y	N	Y	N	Y		
MUCK COOKER	N	Y	N	Y	N	Y		
STILL	N	Y	N	Y	N	Y		
EXHAUST DAMPER	N	Y	N	Y	N	Y		
DIVERTER VALVE	N	Y	N	Y	N	Y		
FILTER GASKET	N	Y	N	Y	N	Y		
CARTRIDGE FILTER	N	Y	N	Y	N	Y		
WASTE CONTAINERS	N	Y	N	Y	N	Y	LABELED: Y N      DATED: Y N	
INSPECTED BY:								



# Dry Cleaner Compliance Calendar

## DECEMBER 2005



S	M	T	W	T	F	S
<div>Pollution Prevention Pays – Clean Lint Screens Regularly to Avoid Clogging Fans and Condensers</div>				1	2 Temp logged <input type="checkbox"/> Inspect logged <input type="checkbox"/>	3
4	5	6	7	8	9 Temp logged <input type="checkbox"/> Inspect logged <input type="checkbox"/>	10
11	12	13	14	15	16 Temp logged <input type="checkbox"/> Inspect logged <input type="checkbox"/>	17
18	19	20	21	22	23 Temp logged <input type="checkbox"/> Inspect logged <input type="checkbox"/>	24
25	26	27	28	29	30 Temp logged <input type="checkbox"/> Inspect logged <input type="checkbox"/>	31

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## *Small Business Internet Resources*

### *State Sites*



VA Department of Environmental Quality – Small Business Assistance Program - <http://www.deq.virginia.gov/osba/>



VA Department of Environmental Quality – Pollution Prevention - <http://www.deq.virginia.gov/p2/>



VA Department of Environmental Quality – EnviroMENTORS - <http://www.deq.virginia.gov/vmn/vmnindex.htm>



VA Department of Environmental Quality - Environmental Education - <http://www.deq.virginia.gov/education/>



VA Department of Environmental Quality – Virginia Naturally - <http://www.deq.virginia.gov/vanaturally>



VA Department of Business Assistance - <http://www.dba.virginia.gov/smdev>

### *Federal Sites*



US-EPA Small Business Environmental Home Page – <http://www.smallbiz-enviroweb.org>



US-EPA Small Business Gateway - <http://www.epa.gov/smallbusiness/>



US-EPA Region III Small Business Assistance Center - <http://www.epa.gov/region03/sbac/index.htm>



## Small Business Assistance Program (SBAP) Regional and Central Office Program Contacts

<u>Contact Person</u>	<u>Office</u>	<u>Location</u>	<u>Telephone #</u>
Rob Feagins	Southwest Regional Office	Abingdon	276 676-4835
Gail Steele	West Central Regional Office	Roanoke	540 562-6761
Jed Brown	South Central Regional Office	Lynchburg	434 582-5120
Terry H. Darton	Northern Regional Office	Woodbridge	703 583-3845
Terry H. Darton	Fredericksburg Satellite Office	Fredericksburg	540 899-4505
Dean Gossett	Fredericksburg Satellite Office	Fredericksburg	540 899-4534
Doris McLeod	Piedmont Regional Office	Richmond	804 527-5117
David Sellers	Tidewater Regional Office	Virginia Beach	757 518-2108
Sharon Foley	Valley Regional Office	Harrisonburg	540 574-7821
Michael F. Kiss	Valley Regional Office	Harrisonburg	540 574-7822
Richard Rasmussen	Central Office-SBAP Manager	Richmond	804-698-4394

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